

POLICE INVESTIGATIVE SERVICES CLERK

DISTINGUISHING FEATURES

The fundamental reason the Police Investigative Services Clerk exists is to perform clerical tasks in support of various units within the Investigative Services Bureau including data entry and information dissemination, filing, computer functions, and related tasks. This classification is non-supervisory and receives general supervision from the Property and Fraud Sergeant.

ESSENTIAL FUNCTIONS:

Inputs information obtained from Transaction Reports into Pawn Terminal formats, while searching for warrants and stolen property through NCIC and ACIC computer searches. Disseminates information received on stolen property and suspects, and routes to Detectives and other law enforcement agencies in person, by telephone and in writing.

Reviews transaction reports for errors and omissions; contacts licensees for corrections, maintains records of repeat problem dealers.

Sells transaction report forms to pawn and secondhand dealers, collects fees, and maintains appropriate records.

Maintains Pawn Detail files, current records, and logs on daily, monthly, and yearly basis. Sorts, separates, arranges, files and distributes various materials in a prescribed manner. Handles Transaction reports from pawn/secondhand dealers, which must be routed, recorded, and entered daily. Records statistics for monthly report to supervisor.

Operates Pawn, PACE, ACJIS and CARNAC terminals, NCIC Code Book, PC, telephone, typewriter, copy machine, etc. requiring continuous and repetitive arm, hand and eye movement for extended periods of time; sits for extended periods of time.

Reviews Lost and Found Property reports in order to affect the recovery of property.

Supports various units within ISB with data entry, statistics compilation, records queries, and other clerical tasks as directed.

Fills in for Investigative Services Bureau secretary as needed. Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Business English, spelling and grammar.

Microsoft software.

Basic arithmetic.

Office practices and procedures.

Ability to:

To work as a team player within the Criminal Investigation Unit; and interpersonal skills for dealing with a diverse group of customers, including the general public, applicants, licensees, and other law enforcement agencies both on the telephone and in person.

Learn and communicate the Scottsdale City Code and State Pawn Laws.

Operate all level of office equipment including FAX machine, copy machine, camera, telephone, and various computer systems requiring visual and muscular dexterity and hand/eye coordination for extended periods while sitting.

Make simple mathematical calculations; makes inferences from written and verbal materials; attention to detail; sort separate, arrange, bend, stoop, file and distribute various reports, files, or materials in a

prescribed manner; produce original correspondence requiring proper sentence structure, grammar, and punctuation.

EDUCATION AND EXPERIENCE

Requires a high school diploma and a minimum two to five year's data entry, word processing and clerical experience.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified